



REQUEST TO REMOVE A MEMBER

I, _____, certify that the individual(s) listed below no longer resides at
 (Print Name)
 my address.

| Name | Relationship | New address | Phone # | Move out date |
|------|--------------|-------------|---------|---------------|
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I do hereby swear and attest that all of the information provided on this form is true and accurate. I understand that under state law it is considered a felony to knowingly and willingly make a false or fraudulent statement as a participant in a state rental assistance program.

Signature of Head of Household: _____ Date: _____

Confirmation of the former household member’s new permanent address is required.

Please submit this form along with one of the following forms of applicable verification:

- Copy of a new signed and executed lease
- Change of address confirmation letter from the United States Postal Service
- Confirmed change of address with the Registry of Motor Vehicles
- A current utility bill bearing the member’s new address
- A current bank statement bearing the member’s new address
- Copies of divorce or legal separation actions
- Order of protection or restraining order
- A court document verifying custody of the minor(s) who are being removed
- Verification from a school or medical provider that the minor now resides at a different address